

**Town of Montville**  
**Finance Committee Special Meeting Minutes**  
**Thursday, April 24, 2025**  
**ROOM 203 6:00 PM**

**1. Call to Order**

Chairman May called the meeting to order at 6:00 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

Present were Chairperson Tim May, Councilor Kate Southard (filling in for Councilor Joe Jaskiewicz), Councilor Kevin Lathrop. Also, in attendance Finance Director Julie Chapman, IT Director Bill O'Neill, Fire Marshal Paul Barnes, Deputy Fire Marshall John Meigel.

**4. Discussion of Mayor's Proposed Budget with Department Heads – 10440 Information Technology**

Discussion regarding the Mayor's Proposed Budget for 2025-2026. IT Director indicated that there is going to be a three percent increase across all line items. Councilor Lathrop stated that the department request exceeded three percent. Chairman inquired which line items could be reduced without having a detrimental impact to the department. Adjustments were made to accounts 10440-52054 (\$1440 less with a new proposal of \$58,560) and 10440-52055 (\$1800 less with a new proposal of \$46,200 for Maintenance Agreements). New bottom line figure for the IT proposal is \$537,151.

Moving on to Capital Improvement: Chairman May brought up a discussion with WPCA and how they are going to integrate some funds such as \$150,000 allowing the removal of \$32,446 from the Municipal Dock/Pier Technology. The Finance Department is going to put the WPCA contribution into Revenue for the project at the Dock/Pier. Regarding the Public Safety UPS; there is not enough in Capital to cover this. Councilor Lathrop and Chairperson May requested the RFP to be worked on right away for this so they know what to expect for numbers.

**5. Discussion of Mayor's Proposed Budget with Department Heads – 10810 Emergency Management**

Chairman May was concerned whether some line items were revenue and whether they should be levying taxes against them. Finance Director indicated that the Millstone Drills were not levied against taxes. Finance Director went back to the Revenues page and confirmed that taxes were not levied against the grants listed under Revenue. Taxes are only levied against the total, minus those grants. Millstone Drills cover the expenses of ESO needs. Councilor Lathrop indicated that the \$12,000 for Millstone Drill Expenses is funded from another source. Councilor May mentioned that they are looking to cut back on estimates and not the actual numbers so that taxes are levied on actual dollars and not estimates. Adjustments were made to accounts 10810-53004 (\$200 less with a new proposal of \$800 for training and conferences) and 10810-53015 (\$400 less for uniforms with a new proposal of \$600). Miscellaneous supplies include batteries for smoke detectors, as well as smoke detectors and CO2 detectors. New bottom line figure for Emergency Management is \$131,546.

**6. Discussion of Mayor's Proposed Budget with Department Heads – 10830 Fire Marshal**

Discussion of the Fire Marshal's budget 10830-53004 (\$500 less for training and conferences with a new proposal of \$500 instead of \$1,000). Chairman May reminded the Fire Marshal to reach out to the Finance Director whenever they encounter a situation that will require more funds for needed training. Assistant Fire Marshal discussed this year he is adding the daycares to the Fire Prevention Program which totals 80 students over four daycares. He also mentioned holding a 'Safety Day' at Home Depot in October. Chairman May said to bring account 10830-53038 (increase of \$500

bringing the new proposal to \$3,500) due to increased number of students and programs. Councilor Lathrop voiced his appreciation for actual numbers and that the Fire Marshal's Office was willing to work with them. Additional discussions included a banner and table cloth.

**7. Discussion of Mayor's Proposed Budget with Department Heads – 10880 Fire Protection**

Fire Protection Salaries and Over time is all under the Fire Houses. Fire Marshall said that his budget actually starts at trainings and conferences. Trainings and conferences are for the 16-career staff which covers EMT refreshers which are \$400 per person. Councilor Lathrop suggested looking into working something out with the tribe in regard to disposing medical waste. **(10880 – 53086) *Equipment and fire turnout gear*** request was for \$45,000 for 16 fire fighters, which is contractual. Fire Marshal indicated that prior to him becoming department head, uniforms were fast approaching expiration and now they are trying to catch up to stay in compliance. Mayor had cut the amount down to \$20,000 from \$45,000 but more money is needed to stay compliant. Committee agreed to bring the amount to \$33,840 and move that line item to Capital. There was some discussion on mobile radios and how each fire department uses the brand that works best for them. Mobile radios under Capital have been pushed ahead to next year in the amount of \$9,918. Fire Marshal expressed that the individual fire departments are impossible to reason with. Discussion on gear lockers led to purchasing two from Capital in the amount of \$16,000.

**8. Adjournment 8:03 pm.**

Cindy J. Breton, Executive Assistant to Mayor Leonard G. Bunnell, Sr.